

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Assistant Finance Director	CLASS. CODE: 0033
DEPARTMENT:	Finance	FLSA: E
REPORTS TO:	Finance Director	DATE: 7/1/2002

Job Summary:

Assists the Finance Director in planning, organizing, supervising, evaluating, and reviewing departmental programs, policies, systems, and procedures; provides overall supervision of the Department; provides direct project management of accounting and other selected functions; and reviews financial reports and analyses of other City-related entities, such as the Salem Housing Authority and the Data Center and external entities required to submit financial reports to the City.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, organizes, supervises, evaluates, reviews, and documents departmental programs, policies, systems and procedures.
2. Provides direct program management of one or more selected functions of the Department, including City treasury and cash receiving, expanding revenue and franchise programs, payroll, grants and cost accounting, accounts payable, and accounts receivable.
3. Oversees General Ledger, Project Accounting, Payroll, Accounts Payable, and Accounts Receivable. May require direct supervision of one or more of these functions as needs arise.
4. Supports City utility operations and capital construction programs, including cost of service analyses, utility rate and fee setting, and revenue bond sales.
5. Oversees the monitoring and updating of the Water and Sewer Cost of Service Allocation (COSA) Model to assure programs effectiveness in meeting long-term financial needs and bond covenants. Prepares and presents applicable reports to City Council, Boards and Commissions, and other community groups on setting of rates and other applicable issues. Work requires the coordination of interdepartmental staff.
6. Supports the Finance Director and Debt Manager in the compilation of data required for Bond Prospectus (Official Statements) and rating agency reviews.
7. Provides professional financial and accounting advice to other departments.
8. Prepares Finance staff reports addressing complex issues, and presents these issues to City Council, boards, commissions and citizen groups.
9. In the absence of the Finance Director, makes decisions that are consistent with departmental policies and organization goals on the Finance Director's behalf.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Takes a lead role in enhancing the City's participation in electronic commerce and "E-government".
3. Coordinates citywide plan for full Indirect cost allocation.
4. Participates in preparing and monitoring the Finance Department budget, as directed, and assists in addressing organization-wide budget issues.
5. Assists departments in applicable RFP processes.
6. Performs other duties as required by supervisor.

City of Salem
CLASS SPECIFICATION

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Municipal Financial Management, Accounting, Business Administration or a related field; and, Ten (10) or more years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Certified Public Accountant Certification is desirable.
- GFOA Certification is desirable.
- Master's in Finance or Accounting is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Public and business administration theory, principles and practices, and their application in a full service municipality.
- Accounting and auditing theory, principles, and practices, and their application to a variety of municipal accounting and fiscal transactions.
- Monitoring process for major capital construction programs and related bonded debt covenants and requirements.
- Office management procedures, practices, and equipment as applied to fiscal and accounting operations.
- Municipal utility operations, accounting requirements, and fee and rate setting processes and issues to be considered, including allocation of overhead costs.
- Integrated computerized data processing systems and procedures as applied to municipal accounting systems.
- How to implement and operate Oracle Government Financials or similar systems desired.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Assist the Debt Manager and Cash Management Supervisor in investment and cash management functions.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Use various computer software such as email, calendar, spreadsheet and word processing programs.
- Manipulate ACS Files and work with Oracle systems.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.

City of Salem
CLASS SPECIFICATION

- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.